



NASA Procedural Requirements

NPR 3800.1

Effective Date: May 16, 2005

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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Chapter 5. Retirement and Thrift Savings Plan (TSP)

5.1. References

- 5.1.1. 5 CFR Part 831, Civil Service Retirement System.
- 5.1.2. 5 CFR Part 841, Federal Employees Retirement System.
- 5.1.3. 5 CFR Part 1690, Thrift Savings Plan.
- 5.1.4. NPD 3000.1A, Management of Human Resources.
- 5.1.5. OPM's CSRS/FERS Handbook for Personnel and Payroll Offices.

5.2. Responsibility

The NASA Center Directors and the Inspector General are responsible for the following at their Centers in accordance with the appropriate references:

- a. TSP Claim Process -- Establish procedures for participants to submit claims for correction of employing agency errors for the TSP in accordance with 5 CFR 1605(d) and notifying employees of this process and time limitations;
- b. Retirement Counseling -- Provide services, information, and counseling to employees and survivors of deceased employees in all aspects of their rights and benefits regarding their retirement eligibility, including notification of any changes that occur in the laws and regulations.
- c. Special Retirement Coverage for Firefighters and Law Enforcement Officer (LEO) -- request approval by the Administrator for special retirement coverage for Firefighter and Law Enforcement Officer (LEO) positions in accordance with the prescribed laws and regulations specified in 5 CFR, Part 831, and Chapter 46 of the OPM CSRS/FERS Handbook for Personnel and Payroll Offices. The request should provide the information as specified below:
 1. Submit requests for approval for establishment of Firefighter and LEO positions to the Administrator through the Assistant Administrator for Human Capital Management;
 2. Include in the request package a copy of the Official Position Description, mission of the office in which the position is located, and whether or not the position is a primary or secondary position;
 3. Submit requests for approval by the Administrator through the Assistant Administrator for Human Capital Management for waivers for any individual who exceeds the maximum age requirement for inclusion under special retirement coverage;
 - d. Upon approval of the position by the Administrator, the Assistant Administrator for Human Capital Management is responsible for:
 1. Notifying either the Center Director or Inspector General and the Office of Personnel Management of approval

of the newly established position for special retirement coverage or approval of waivers to the maximum age requirement.

2. Establishing and maintaining a file pertaining to all requests involving Firefighter or LEO positions covered by special retirement coverage, including all background material used in making the determination.

5.3. Definition of Thrift Savings Plan

The TSP is a retirement savings and investment plan for Federal employees. The purpose of TSP is to provide retirement income. The retirement income received from an employee's account depends on how much the employee (and the agency, if the employee is a FERS employee) has contributed during the working years of the employee and the earnings on those contributions.

5.4. Definition of Special Retirement Covered Positions

5.4.1. Firefighter -- an employee whose duties are primarily to perform work directly connected with the control and extinguishment of fires or the maintenance and use of firefighting apparatus and equipment. Also included in this definition is an employee engaged in this activity who is transferred to a supervisory or administrative position. It does not include an employee whose primary duties are the performance of routine fire prevention inspection.

5.4.2. Law Enforcement Officer -- an employee whose duties are primarily the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States, including an employee engaged in this activity who is transferred to a supervisory or administrative position. It does not include an employee whose primary duties involve maintaining law and order, protecting life and property, guarding against or inspecting for violations of law, or investigating those other than persons who are suspected or convicted of offenses against the criminal laws of the United States.

5.5. Participation

All NASA Centers and the Office of the Inspector General that have employees in positions that meet these requirements must follow these procedures in accordance with the prescribed laws and regulations. Employees must be notified of these procedures.

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